

# NOTICE OF APPEAL & PETITION

## PROPERTY ASSESSMENT APPEAL BOARD

401 S.W. 7<sup>th</sup> Street, Suite D  
Des Moines, IA 50309-4634

IN THE MATTER OF:  _____ Appellant(s) Name (Please print)  _____ Mailing Address  _____ City State Zip  _____ Daytime Telephone Number (Include Area Code)	<b>NOTICE OF APPEAL &amp; PETITION</b>  <b>Docket No.</b> _____ (To be assigned)
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Parcel Identification #: \_\_\_\_\_ County \_\_\_\_\_

Property Address: \_\_\_\_\_  
Street Address City State Zip

Please enter a short and plain statement of the claim for this appeal.
Please enter a brief statement of the relief sought for this appeal.
Current assessed value: (from local board of review letter)  Total \$ _____ Land \$ _____ Buildings \$ _____ Ag Buildings \$ _____ (if applicable) The value <u>you</u> contend is the correct assessed value (if applicable):  Total \$ _____ Land \$ _____ Buildings \$ _____ Ag Buildings \$ _____ (if applicable)

### Grounds on appeal.

These grounds must be the same grounds that were protested to the local board of review. Check all grounds that apply:

- ☐ The assessment is not equitable as compared with assessments of other like property in the taxing district.
- ☐ The property is assessed for more than the value authorized by law.
- ☐ The property is not assessable, is exempt from taxes, or is misclassified.
- ☐ There is an error in the assessment.
- ☐ There is fraud in the assessment.
- ☐ That there has been a change downward in the value since the last assessment.

Please check the appropriate box:
<input type="checkbox"/> I want a hearing. <input type="checkbox"/> I <b><u>do not</u></b> want a hearing.

If you would like to request to participate in your hearing by telephone, please fill out the REQUEST FOR TELEPHONE HEARING form. The form is available at <http://www.paab.iowa.gov> or may be requested from the Secretary of the Property Assessment Appeal Board.

**If you are going to have someone represent you at the hearing, please list your legal representative's or attorney's information in the space provided below. Please note that all future correspondence from the Property Assessment Appeal Board will be sent to your designated representative or attorney and not to you personally per customary practice in a case proceeding where parties are represented.**

- ☐ Legal Representative – other than an attorney (may include tax rep.; family member; or other person)
- ☐ Attorney

Name	Firm (if applicable)
Mailing Address	Phone

If you are going to have a Legal Representative appear for you at the hearing, please fill out a POWER OF ATTORNEY form. The form is available at <http://www.paab.iowa.gov/forms/index.html> or may be requested from the Secretary of the Property Assessment Appeal Board. An attorney shall file an appearance.

The following documents should be attached to this NOTICE OF APPEAL & PETITION:

**One (1) Copy:**

1. The postmarked envelope of the letter of disposition by the local Board of Review;
2. The letter of disposition by the local Board of Review;
3. The Petition to local Board of Review;
4. All records, reports, and documents provided to the local Board of Review in support of the Petition to the local Board of Review; and

**Optional Attachment: Three (3) Copies:**

5. Any new information including records, reports, appraisals, and documents that you want to submit to support your claim. You may send these documents at a later date.

The Property Assessment Appeal Board will send a copy of this NOTICE OF APPEAL & PETITION form to the local board and other parties. **It is your responsibility to send the copies of documents listed in items 1-5 above to the local board of review and any other parties.** The local board will also provide you with copies of any information it submits to the Property Assessment Appeal Board.

All of the above information is correct and true to the best of my belief and knowledge.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

Date: \_\_\_\_\_

**The Property Assessment Appeal Board is an independent State Agency and hears appeals from all 99 counties and 8 cities across the State of Iowa. The Appeal Board has no affiliation with your local Board of Review, assessor's office or county attorney's office.**

**This form must be mailed in or delivered in-person to the Secretary of the Property Assessment Appeal Board within twenty (20) days of the postmarked date of the local board of review decision.**